

Routing Slip

TO:	ACTION	COORD	INFO
EO/ICS			JRF 10/28
D/ICS			—
DD/ICS			X
EA-D/ICS			—
SA-D/ICS			
SA-D/ICS-EP			
CIPC			
LL			
PFS			
PBS			
COMIREX			
SIGINT			
HUMINT			
FIPC			
IHC			
SECOM			
CCIS			
SECRETARIAT			
FLC			
AS / Pers	X		
REGISTRY	CLL		OCT 1948
DDCI			
SUSPENSE: _____ Date			
REMARKS:			

29 OCT 1985

LOGGED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Evaluation of Position HJ124, Information System Support Specialist, COMIREX/SID

FROM:

CH/PMCD

EXTENSION

NO.

DATE

24 OCT 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ICS

2.

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201/IC - ST 1985

24 OCT 1985

MEMORANDUM FOR: Director, Intelligence Community Staff

FROM:

Chief, Position Management and
Compensation Division, OP

SUBJECT:

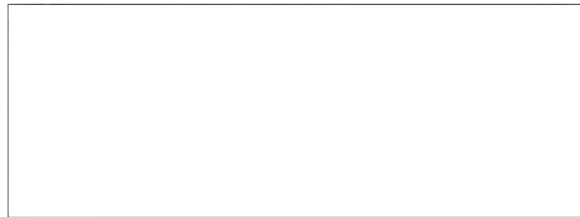
Evaluation of Position HJ124,
Information System Support Specialist,
COMIREX/SID

1. As requested, a member of my staff has evaluated position HJ124. Our conclusion is that this position is properly graded and titled as Information System Support Specialist, GS-08.

2. This conclusion was based on an evaluation which included a position description review, an interview with the incumbent, and application of appropriate classification criteria. A copy of the evaluation is attached for your information.

3. Position HJ124 is currently listed on your staffing complement as a secretary, GSB-07. As a result of this evaluation, position HJ124 will be changed to reflect its new title and grade. Should you or your staff have any questions regarding the evaluation, please contact [redacted] of the DI/DCI/ICS Branch (extension [redacted]) or me. Should you wish to appeal this decision, you may do so within 30 days of receipt of this memorandum in accordance with [redacted]

Attachment



Evaluation Statement

CURRENT: HJL24 Secretary, GSB-07
REQUESTED: HJL24 Information Systems Support Specialist, GS-09/10
PMCD DETERMINATION: HJL24 Information Systems Support Specialist, GS-08

This position is located in the COMIREX, System Integration Division (SID). The position's primary responsibility is management, control, and application development for a WANG Alliance system. To put the work of this position into context, the COMIREX/SID system will be expanded within the next few months by the addition of another Central Processing Unit (CPU) and two more disk drives, augmented by a communications interface package. As configured, the system will be capable of supporting 90 users. A key function of this position is developing network options to link the COMIREX/SID system with other ICS computer systems.

To evaluate the position, grade criteria for positions performing data processing support and service functions for users of digital computers was used. In applying these criteria, we were unable to confirm the position at the GS-09/10 level, as requested. Rather, the duties performed in this position were found to equate with GS-08. Consistent with the criteria at the GS-08 level, work in this position requires sufficient system knowledge to: 1) identify, analyze, implement, and maintain new and existing applications; 2) network the system with other computer systems and/or peripherals; 3) trouble shoot the system to solve problems which do not require the intervention of a service representative; 4) evaluate new applications, enhancements, and software release to determine impact on current applications; 5) develop plans and estimates for enhancing and/or expanding the system; and 6) training others in the full-range of systems applications available.

To provide some contrast, work at the GS-09 level not only involves the functions described above, but also requires sufficient knowledge of system hardware and software to reconfigure the system, possibly with use of a patch panel; conduct technical analyses for acquisitions of new hardware and/or software; flow chart new programs and applications for coding by programmers. At the GS-10 level, information system support work generally involves overseeing an entire network of systems, each with its own administrator. As currently structured, work in this position does not involve these levels of responsibility and complexity.

To confirm the criteria-based evaluation, this position was also compared against positions in the General Counsel, and Office of the Inspector General performing similar work. On the basis of both the application of grade criteria and the comparisons, this position is appropriately titled and graded as an Information Systems Support Specialist, GS-08.